



PROJECT SPONSOR ROLES

The project sponsor is usually a member of the management team, which will ultimately be the recipient of the project's end result. He or she is an important stakeholder, with ultimate accountability and responsibility for the project. The project manager is singularly accountable to the sponsor for the project.

The project sponsor makes the business argument for the project to exist. He or she provides direction in conjunction with leadership. The project sponsor resolves issues and serves as a source of support and conflict resolution (internal or external) for the project team.

INITIATION PHASE

The project sponsor:

- Articulates program or State agency requirements to Portfolio Management.
- Creates the project statement.
- Champions the project to provide exposure and buy-in from State government and officials.
- Provides initial approval for preliminary estimates for plan, resources, scope and schedule during this phase.
- Obtains any needed funding for project.

PLANNING PHASE

The project sponsor:

- Attends planning kickoff meeting to communicate the sponsor's views on the project and its success factors to the project team and other stakeholders.
- Participates in planning sessions as needed.
- Obtains resources that will help ensure the success of the project.
- Provides initial approval for more refined estimates for plan, resources, scope and schedule during this phase.
- Presents a planning summary to Leadership for final approval.



EXECUTION PHASE

The project sponsor:

- Attends execution phase kick-off meeting to communicate the sponsor's views on project progress and success factors to the project team and other stakeholders.
- Reviews progress with project manager on a regular basis.
- Reviews and approves project changes.
- Sets priorities and resolve conflicts when project manager cannot or should not.
- Attends and participates as needed at project status reviews and steering committee meetings.

CLOSING PHASE

The project sponsor:

- Works with customers to determine if the project should be closed.
- Participates in closing process and signs off on project completion
- Celebrates end of project with project team and stakeholders.